

10. Management

The most significant contributions made by the Management Staff were as follows:

- a. Installation of an improved electric accounting machine system of budgeting and accounting for foreign publications.
- b. Reduction in processing time for reproduction of CS Information Reports.
- c. Completed initial planning phase of a study of all DD/I punch card machine installations to determine the feasibility of (1) centralizing machine operations, and (2) substituting electronic data processing machines for punch card machines, in order to improve intelligence production support.
- d. Recommended major reorganizations in FE [redacted] and TOS [redacted] and large scale procedural improvements in Records Integration Division, in order to clarify and simplify operations and reduce paperwork. Recommendations have been approved, which should result in manpower savings.
- e. Completed feasibility studies and made recommendations (approved by the DCI) to process data in the DD/S area by means of electronic data processing machines. It is anticipated that this change will result in faster and more effective data processing, leading to annual savings in money and personnel.
- f. Assisted in installation of electronic data processing machines in the ID/P Area for processing of Clandestine Services records and reports.

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